

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET

E-Mail: [BrownCountyBoard@co.brown.wi.us](mailto:BrownCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
September 25 - 29, 2017**

**MONDAY, SEPTEMBER 25, 2017**

- |          |  |   |
|----------|--|---|
| *3:30 pm | Brown County Housing Authority                   | Room 604, City Hall<br>100 N. Jefferson Street      |
| *6:00 pm | Land Conservation Subcommittee                   | Room 200, Northern Building<br>305 E. Walnut Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 200, Northern Building<br>305 E. Walnut Street |

**TUESDAY, SEPTEMBER 26, 2017**

- |          |  |  |
|----------|--|--|
| *3:30 pm | Children With Disabilities Education Board | Syble Hopp School<br>755 Scheuring Road                              |
| *5:00 pm | Board of Health                            | 2 <sup>nd</sup> Floor Conference Rm, Health Dept.<br>601 S. Broadway |

**WEDNESDAY, SEPTEMBER 27, 2017**

- |          |                          |   |
|----------|--------------------------|---|
| *5:30 pm | Human Services Committee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------|---|

**THURSDAY, SEPTEMBER 28, 2017**

- |          |   |   |
|----------|---|---|
| *8:30 am | Aging & Disability Resource Center Board of Directors | ADRC<br>300 S. Adams Street                             |
| *5:30 pm | Education & Recreation Committee                      | Brown County Golf Course<br>897 Riverdale Drive, Oneida |

**FRIDAY, SEPTEMBER 29, 2017**

**(No Meetings)**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**\*\*Note change from normal meeting date\*\***

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, September 25, 2017, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Sup. Andy Nicholson – Chair, Corday Goddard - Vice-Chair, Tom Deidrick, Ann Hartman and John Fenner

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the July 17, 2017, meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations

**OLD BUSINESS:**

**NEW BUSINESS:**

3. Consideration with possible action on the request by TWG Development for Project Based Vouchers at Broadway Lofts project.
4. Public hearing to receive input on the Brown County Housing Authority 2018 Annual Agency Plan.
5. Consideration with possible action on approval of revision to Chapter 8 (HQS and Rent Reasonableness Determination) of Administrative Plan.
6. Consideration with possible action on approval of Brown County Housing Authority 2018 Annual Agency Plan.
7. Consideration with possible action to change banking product and approval of Resolution 17-02, General Depository Agreement.
8. Consideration with possible action to approve BCHA Audited Financials for fiscal year end December 31, 2016.

9. Consideration with possible action on proposal to change the time of the BCHA meeting and approval to change BCHA bylaws accordingly.

**BILLS AND FINANCIAL REPORT:**

10. Consideration with possible action on acceptance of BCHA bills.
11. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

12. Date of next meeting: October 16, 2017, which will be a joint BCHA and ICS Board meeting.

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**LAND CONSERVATION SUBCOMMITTEE**

Norbert Dantine, Jr., Chair  
Dave Kaster, Vice Chair  
Bernie Erickson, Dave Landwehr, Tom Sieber  
Citizen Rep: Vacant

**LAND CONSERVATION SUBCOMMITTEE**

**Monday, September 25, 2017**

**6:00 PM**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 28, 2017.

**Comments from the Public**

**Communications**

1. Communication from Supervisor Dantine re: To have Mike Mushinski at Land Con look into appointing a Citizen-at-Large to Land Con from Farm Bureau. *Referred from September County Board.*

**Land Conservation Department**

2. Open Positions Report.
3. An Ordinance Amending Subsection 26.11(4) of Chapter 26 of the Brown County Code of Ordinances. *Referred from September County Board.*
4. Directors Report:
  - a. Community Digester Feasibility Study-Update.
  - b. NR 151-Targeted Performance Standards-Update.
  - c. Phosphorous Multi-Discharger Variance Participation.

**Other**

5. Such Other Matters as Authorized by Law.
6. Adjourn.

Norb Dantine, Jr., Chair

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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, September 25, 2017  
Approx. 6:15 PM (Or to follow Land Con)  
Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 28, 2017.

### **Comments from the Public**

1. **Review Minutes of:**
  - a. Board of Adjustment (September 18, 2017).
  - b. Planning Commission Board of Directors (August 2, 2017).
  - c. Solid Waste Board (July 31, 2017 and August 28, 2017).
  - d. Transportation Coordinating Committee (September 11, 2017).

### **Advance Economic Development**

2. Quarterly Report from Advance Business – Peter Zaehring, Vice President, Economic Development

### **Communications**

3. Communication from Supervisor Dantine re: To have Brown County Planning put together a report of what we should do with the land that the STEM Center is moved to at UWGB. *Referred from September County Board.*
4. Communication from Supervisor Dantine re: To have Director Miller look into ways to consolidate airport services with other airports to give better service to travelers. *Referred from September County Board.*
5. Communication from Supervisor Clancy re: I request the Capital Improvement Plan be modified as follows: The 2021 CTH KB project at a cost of \$750,000 be moved to 2019; and the 2018 CTH PP project be modified with new project limits from School Lane to Shirley Road at a new cost of \$600,000; and the 2020 CTH PP project be modified with new project limits from Man-Cal Road to School Lane at a new cost of \$3,162,500. *Referred from September County Board.*

### **Register of Deeds**

6. Budget Status Financial Report for August 2017.
7. 2018 Budget Worksheet / Revenue Report.
8. Brown County Remote Access Analysis.
9. Register of Deeds Rates and Fees.

### **Planning and Land Services**

#### **Land Information, Property Listing, Zoning** – No agenda items.

### **Planning Commission**

10. Southern Bridge Update.

### **Airport**

11. Airport Departmental Opening Summary.

### **UW-Extension**

12. Budget Status Financial Report for July 2017.
13. Budget Adjustment Request (17-66): Any increase in expenses with an offsetting increase in revenue.
14. Director's Report.

### **Public Works**

15. Resolution Providing One-Time Supplemental Compensation to: 1) Employees in the IBEW Local 158 Bargaining Unit; and 2) Employees in the Brown County Human Services Professional Employee Association.
16. Recommendation and Approval for Jail Ceiling Repairs – Project #2179.
17. New Initiatives for Plowing Optimization. *Directive out of August meeting.*
18. Summary of Operations.
19. Director's Report.

### **Port & Resource Recovery** – No agenda items.

20. Resolution Authorizing the Purchase and Sale of Real Estate.
21. Director's Report.

### **Closed Session**

22. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding buying and selling property for landfill use.
23. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County PD&T Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding buying and selling property for landfill use.
24. Reconvene into Open Session: The Brown County PD&T Committee shall reconvene into open session for possible voting and/or other action regarding buying and selling property for landfill use.

### **Other**

25. Acknowledging the bills.
26. Such other matters as authorized by law.
27. Adjourn.

Bernie Erickson, Chair

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Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**  
**Tuesday, September 26, 2017 – 3:30 PM**  
**Syble Hopp School**

Call to Order –

1. Action Item: Approval of August 21 ,2017 Minutes  
RECOMMENDED MOTION: That the minutes from the August 21, 2017 Board meeting be approved.
2. Action Item: Approval of Agenda  
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
3. Action Item: Donations  
RECOMMENDED MOTION: That this month's donations be approved.
4. Action Item: Payment of Bills  
RECOMMENDED MOTION: That the payment of the bills be approved.
5. Action Item: Financial Report  
RECOMMENDED MOTION: That the financial report be accepted.
6. Action Item: Revised 2017-18 Brown County Children with Disabilities Board Meeting Dates  
RECOMMENDED MOTION: That the revised calendar for the Brown County Children with Disabilities Board meetings for 2017-18 be approved.
7. Action Item: Staffing New Hires  
RECOMMENDED MOTION: That the hiring of Christina Hendricks, Early Childhood instructional Aide, be approved.
8. Discussion Item: Administrators' Report
9. Discussion Item: Parent Organization Report
10. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(f) pursuant to donor request and contracts.  
Moved to Executive Session
11. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Friday, August 18, 2017 so arrangements can be made."

## BROWN COUNTY BOARD OF HEALTH

**\*\*NOTE: DATE OF MEETING HAS CHANGED\*\***

**TUESDAY, SEPTEMBER 26, 2017  
5:00 PM**

Brown County Health and Human Services Department  
Public Health Division  
610 South Broadway Street  
Second Floor Conference Room  
Green Bay, WI 54303

### **AGENDA**

1. Call to Order, Welcome, and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of meeting of May 2, 2017.
4. Approval of Minutes of meeting of July 11, 2017
5. Comments from the Public
  - a. State name and address for the record
  - b. Comments will be limited to five minutes
  - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
6. 2018 Budget Proposal
7. Health Officer's Report
8. Receive new information on wind turbines – Standing Item
9. Correspondences
10. All Other Business Authorized by Law
11. Adjournment / Next Meeting Schedule

**Board of Health members please RSVP if unable to attend to Patti at 448-6405 no later than 4:30PM Friday, September 22, 2017. Thank you!**

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.



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## HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair  
Richard Schadewald, Vice Chair  
Joan Brusky, Thomas De Wane, Aaron Linssen

**HUMAN SERVICES COMMITTEE**  
**Wednesday, September 27, 2017**  
**5:30 p.m.**  
**Room 200, Northern Building**  
**305 E. Walnut St., Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 14, 2017.

### Comments from the Public

### Report from Human Services Chair, Erik Hoyer

1. **Review Minutes of:**
  - a. Aging & Disability Resource Center of Brown County Board (May 25, 2017).
  - b. Aging & Disability Resource Center Board of Director's Meeting (July 13, 2017).
  - c. Children with Disabilities Education Board (July 17, 2017).
  - d. Mental Health Treatment Committee (July 19, 2017 & August 16, 2017).
  - e. Veterans' Recognition Subcommittee (August 15, 2017).
  - f. Human Services Board (August 10, 2017).

### Communications

2. Communication from Supervisor Schadewald: My request for these committees Admin & Human Services) to evaluate the need and funding of a Housing Navigator to coordinate county-wide efforts to improve housing opportunities in Brown County. *Referred from August County Board.*

### Presentation

3. UW-Green Bay Presentation – Safe and Stable Housing Study.

### Wind Turbine Update

4. Receive new information – Standing Item.

### Human Services Department

5. Resolution re: Reclassification of a Community Treatment Program Worker Position in the Human Services – Community Treatment Center Table of Organization.
6. Resolution Providing One-Time Supplemental Compensation to: 1) Employees in the IBEW Local 158 Bargaining Unit; and 2) Employees in the Brown County Human Services Professional Employee Association.
7. Executive Director's Report.
  - a. Non-Mandated Service Contracts and Funding.

8. Financial Report for Community Treatment Center and Community Programs.
9. Statistical Reports.
  - a. CTC Staff – Double Shifts Worked.
  - b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - c. Child Protection - Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
10. Request for New Non-Continuous and Contract Providers and New Provider Contract.

**Aging & Disability Resource Center, Health Department, Syble Hopp School, Veterans Services – No items**

**Other**

11. Audit of bills.
12. Such other Matters as Authorized by Law.
13. Adjourn.

Erik Hoyer, Chair

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**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING**

**Thursday, September 28, 2017**

**Board Meeting 8:30 a.m.**

**AGENDA**

<b>Time</b>	<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of August 24, 2017	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> <li>• Must be limited to items not on the agenda</li> <li>• State name and address for the record</li> <li>• Comments will be limited to five minutes</li> <li>• The Board's role is to listen and not discuss comments or take action on those comments at this meeting</li> </ul>		
8:42	6. Finance Report <ul style="list-style-type: none"> <li>a. Review and approval of August 2017 Finance Report</li> <li>b. Review and approval of Restricted Donations</li> </ul>	Yes Yes	Yes Yes
8:50	7. Staff Report: Administrative Support-Kristin Willems	Yes	
9:20	8. Directors Report <ul style="list-style-type: none"> <li>a. Aging 3 Year Plan-Consultant and Retreat Request</li> <li>b. Follow up: Denmark planning initiative, Nutrition Program, Accessibility Project through the TCC</li> </ul>	Yes Yes	Yes
9:30	9. Personnel Committee report <ul style="list-style-type: none"> <li>a. Position Request: Office Assistant, HDM Driver</li> </ul>		Yes
10:20	10. Legislative Updates		
10:22	11. Announcements		
10:25	12. Next Meeting – October 26, 2017		
10:30	13. Adjourn		Yes

\_\_\_\_\_  
Larry Epstein, Chairperson  
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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### EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Staush Gruszynski, Vice Chair  
Corrie Campbell, Kathy Lefebvre, Paul Ballard

### EDUCATION & RECREATION COMMITTEE

Thursday, September 28, 2017

5:30 p.m.

Brown County Golf Course  
897 Riverdale Drive, Oneida

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA

**\*\*PLEASE NOTE LOCATION\*\***

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 24, 2017.

### Comments from the Public

1. Review Minutes of:
  - a. Neville Public Museum Governing Board (September 11, 2017).

### Communications

2. Communication from Supervisor Schadewald re: This is my request for consideration of granting Purple Heart recipients free boat landing passes in Brown County. *Referred from September County Board.*

### NEW Zoo

3. Zoo Director's Report and Zoo Monthly Activity Reports.

### Park Management

4. Review: Fairgrounds Masterplan meeting minutes from September 7<sup>th</sup>.
5. Resolution Providing Continuing Authorization and Directive to Enter into a Memorandum of Understanding regarding Winter Maintenance on the Fox River State Trail.
6. Request for waiver of trail fees by the Ashwaubenon Nordic Ski Team for their October 29<sup>th</sup> Stump Farm Trail Race.
7. August 2017 Park Attendance and Field Staff Reports.
8. Assistant Director's Report.

### Library

9. Library Report/Director's Report.

**Museum**

10. Museum Budget Status Financial Report for July 2017 - Unaudited.
11. Director's Report.

**Golf Course**

12. Superintendent's Report.

**Other**

13. Audit of bills.
14. Such other matters as authorized by law.
15. Adjourn.

John Van Dyck, Chair

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## SEPTEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 We will be <b>CLOSED</b> TO OBSERVE <b>LABOR DAY</b>	5	6 Public Safety 11:00 am	7	8	9
10	11 Executive Cmte 5:30 pm	12 Joint Board of Health & Human Services Cmte 5:30 pm	13 Admin Cmte 6:15 pm (Note date change)	14	15	16
17	18	19 Veterans Recognition Subcmte 4:30 pm	20 Mental Health AdHoc 12:00 pm <b>Board of Supervisors</b> 7:00 pm	21 Criminal Justice Coordinating Board 8 am	22	23
24	25 Land Con 6 pm PD&T 6:15 pm	26	27 Human Services Cmte 5:30 pm	28 Ed & Rec 5:30 pm @ BC Golf Course	29	30



## OCTOBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 ADMIN - 6:15pm Oct Reg/ Nov Budget Rm 200, Northern Bldg PUBLIC SAFETY - 4pm Oct Reg/ Nov Budget Rm 200, Northern Bldg	5	6	7
8	9 Exec Cmte 5:30 pm	10 Human Svc-6pm Budget Meeting Rm 200, Northern Bldg	11	12	13	14
15	16 LAND CON-5:30pm PD&T - 5:45pm Budget Meeting Rm 200, Northern Bldg	17 ED & REC - 5pm Budget Meeting Rm 200, Northern Bldg Veterans Rec. Subcmte 4:30 pm	18 Mental Health Ad Hoc 12pm Board of Supervisors 7:00 pm	19	20	21
22	23 EXEC - 5:30pm Budget Meeting Rm 200, Northern Bldg	24	25	26	27	28
29	30	31-Oct 	1-Nov Board of Sup Budget Mtg 9:00 am	2-Nov *Tentative Board of Sup 6:00 pm	3-Nov	4-Nov

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center Board of Directors (July 13, 2017)
- Board of Adjustment (September 18, 2017)
- Solid Waste Board (August 28, 2017)
- Transportation Coordinating Committee (September 11, 2017)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**



**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF  
DIRECTOR'S MEETING**

**JULY 13, 2017**

**PRESENT:** Larry Epstein, Beth Relich, Pat Finder-Stone, Bev Bartlett, Corrie Campbell, Randy Johnson, Mary Johnson, Linda Mamrosh, Mary Derginer, Arlie Doxtater, Jessica Nell, Debi Lundberg

**ABSENT:**

**EXCUSED:** Amy Payne

**ALSO PRESENT:** Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Tina Brunner, Mary Schlautman, Diana Brown, Denise Misovec, Mary Ann Hansen, Carrie Witt

The meeting was called to order by Chairperson Epstein at 8:30 a.m.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS:**

**ADOPTION OF THE AGENDA:**

Ms. Lundberg/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF May 27, 2017:**

Ms. Willems pointed out a correction of the draft minutes for the May 27, 2017 meeting which was that Ms. Relich seconded the motion to approve the Restricted Donations for April 2017 and not Ms. Bartlett.

Ms. Lundberg/Ms. Relich moved to approve the amended minutes of the regular meeting of May 27, 2017. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

Ms. Hansen from Denmark addressed the ADRC Board of Directors regarding concerns for the future of the ADRC's Denmark location. Ms. Hansen attended the Denmark Senior Advisory Committee where Ms. Christianson, Mr. Slusarek and Ms. Groeschel were in attendance. Ms. Hansen feels as though the former Denmark Senior Program Coordinator's (Sara Wall) efforts were making a positive difference at the Denmark location even though it did not show in participation numbers. Ms. Hansen did see some new faces from the Denmark community in attendance. Ms. Hansen also shared that the cost of ADRC sponsored trips are too costly for the populations served in Denmark, so they have often made their own socialization trip arrangements. Ms. Hansen shared that Curative Connections bus trips are more cost effective. Ms. Hansen also feels that in the past the quality of the congregate meals was not consistent but feels that recently food quality has been improving. Ms. Hansen would like continued support from the ADRC in Denmark and does not want the Denmark Nutrition Program removed from the Denmark community.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF MAY, 2017 FINANCE REPORT:**

Ms. Bowers reviewed the May 2017 Finance Summary.

Supervisor Campbell/Ms. Johnson moved to approve the May 2017 finance report. **MOTION CARRIED.**

## **B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There were no restricted donations in May 2017. Ms. Bowers mentioned that per request, she has included date by month of expenses for the restricted donations.

Supervisor Campbell/Ms. Lundberg moved to approve the restricted donations for May 2017. **MOTION CARRIED.**

## **REPORT OF THE EXECUTIVE & FINANCE COMMITTEE INCLUDING PRELIMINARY BUDGET REVIEW AND APPROVAL 2018:**

### **A. Draft Budget Approval Including Position Changes:**

Mr. Epstein communicated that there are still many items that are unknown in the allocations at the Federal, State and County level that will affect the final 2018 ADRC budget. Mr. Epstein reviewed the decisions from the Executive and Finance Committee Meeting of June 22, 2017 being presented for approval to the full ADRC Board of Directors. These recommendations are to change the ADRC Staff Short Term Disability plan to align with the Brown County Employee plan and approve Amy Payne to the ADRC Board of Directors.

Ms. Christianson shared that the since the Executive and Finance Committee's meeting the county levy target has been communicated and the levy has been integrated into the preliminary budget for approval.

Ms. Christianson shared the main principles of the preliminary budget include:

- Continued funding for the Denmark location as is currently in place.
- Changes to the In-Home Worker program as a result of the retirement of Holly Lorenz.
  - Ms. Schlautman shared that the In-Home Worker is a private duty registry of individuals that would like to work for ADRC customers. There are 3 arms of this program: chore services, home-making, and personal care services. The workers are not employed or supervised by the ADRC but are vetted by the ADRC through criminal background checks, reference checks and a screening/orientation meeting prior to being placed on the registry. The chore and home-making services are most frequently requested. With the retirement of Holly Lorenz, Ms. Schlautman is recommending that the ADRC maintain the homemaker and chore arm of this program and discontinue the personal care services. The ADRC is able to reassign the task of matching workers to customers for just the chore and home-making services back to the Information and Assistance department. So far this has been manageable for the I&A department to support. Additionally, a transition team has been created to analyze the work and the need for this service and to make recommendations on how best to proceed with the program. As a result, the transition team is recommending the elimination of the In-Home Worker position, redistributing the work to other areas of the agency to include the support team, the Caregiver Support Specialist and the Information and Assistance department. There will be continued oversight of the program by Ms. Schlautman to mediate any issues that arise. Ms. The personal care services have become increasingly complex and have grown out of the scope of the ADRC's core services. Some examples of these requests are insulin injections, home dialysis support and catheter support etc. The ADRC does not seek out skills or training for these workers and there is a risk associated with this work. Ms. Schlautman called 8 other ADRC/Aging Units to inquire about their process and found that all had either discontinued their program or contracted it out to other agencies. The personal

care services part of the program carries the most liability for the agency, the customer and the worker. In addition, with the roll out of family care, there has been an increase in personal care provider agencies in the area that had not been previously available. Ms. Schlautman also plans to keep the transition team intact to re-evaluate the program for the remainder of 2017. Additional recommendations may be made to the ADRC Board of Directors at that time. Supervisor Campbell feels that this program is important and brings those in need into the agency. Additional discussion ensued.

- Contract funding maintained at 2017 levels.
- Transportation budget changes reflect the transition of the 85.21 program to Brown County Planning. This results in a reduction in Brown County Levy dollars, but also decreases the ADRC match required from the 85.21 program.
- Does not include a cost of living increase for staff for now, but may be possibly added following the County Executives budget is complete...
- Conservative estimated revenue and costs for Grounded Café.'
- Continuation of 16 hour/week MIPAA program position in 2018 where grant funding discontinued in 2017.
  - Ms. Brunner shared that this position handles much of the administrative and required state database entries. This position supports the Benefit Specialists and Medicare outreach workers and volunteers. Through the support of this position the ADRC is able to reduce the hours of the Medicare Outreach position, which is more costly.

Supervisor Campbell/Ms. Lundberg moved to move agenda item 8A. to 7D. 2 in favor, 9 opposed.  
**MOTION DENIED.**

Ms. Bartlett/Ms. Derginer moved to approve 2018 draft budget as submitted. **MOTION CARRIED with Supervisor Campbell voting "Nay".**

#### **B. In-Home Worker Program Changes:**

Mr. Johnson/Ms. Finder-Stone moved to approve changes to the In-Home Worker program as submitted. **MOTION CARRIED with Supervisor Campbell voting "Nay".**

#### **C. New Board Member- Amy Payne:**

Supervisor Campbell/Ms. Lundberg moved to approve Amy Payne as a member of the ADRC Board of Directors as submitted. **MOTION CARRIED.**

#### **DIRECTOR'S REPORT:**

##### **A. Denmark Community Planning Task Force Development**

ADRC has been challenged with low congregate dining attendance in Denmark for the last couple of years. In 2014 the ADRC Board approved a 20 hour position to investigate how to draw more people to the Denmark center. This effort along with the work of the Rural Program Coordinator has not been successful in increasing attendance at the center. With the resignation of the Rural Program Coordinator, Ms. Christianson's intent is to have a community discussion about the interest and value of the current programming in Denmark and to find a new or more efficient way to proceed. Ms. Christianson stressed that the intent of the meeting in Denmark in July was not to shut Denmark down. Ms. Christianson stated that the ADRC is still committed to the nutrition program in Denmark. Ms. Christianson is in process of gathering input from Denmark Community leaders to investigate solutions. Ms. Bartlett, Mr. Johnson and Mr. Epstein have all agreed to represent the ADRC in discussion with

Denmark community leaders; the Denmark Senior Advisory Council and volunteers from the area. There will be a meeting on July 27, 2017 to brainstorm and discuss services that Denmark most values. In the interim, a temp worker is in place to maintain the nutrition program.

Supervisor Campbell/Ms. Lundberg moved to suspend the rules and authorize additional comments from the public. **MOTION CARRIED.**

Ms. Hansen shared her opinion on low congregate dining attendance at the Denmark location. Ms. Hansen has noticed some positive changes in the menu recently that she feels may improve participation.

Supervisor Campbell inquired about quality control of the meals. Ms. Christianson shared that the Nutrition Coordinator is responsible for quality and sends out surveys for feedback and results have been overwhelmingly positive.

#### **B. Short Term Disability Policy Change**

Ms. Christianson explained she is recommending a change the STD payout to staff out on short term disability to 50% of their income from 75% to order align with the Brown County STD plan.

Supervisor Campbell/Ms. Nell moved to approve the changes to the Short-Term Disability plan as presented. **MOTION CARRIED.**

#### **C. All-Agency Meeting August 8<sup>th</sup> 2017**

Ms. Christianson invited all board members to the quarterly ADRC all-staff meeting on August 8<sup>th</sup>, 2017 at 1:00 PM.

#### **D. Board Member Changes**

Ms. Christianson announced that Ms. Nell will be moving to Madison WI and will therefore be stepping down from the ADRC Board of Directors. Ms. Christianson asked the board to consider those that may be willing to join.

#### **LEGISLATIVE UPDATES:**

#### **ANNOUNCEMENTS:**

Ms. Christianson announced an approved plan to create 32 new parking spots for ADRC customers. More information will follow.

**NEXT MEETING – The next meeting will be August 24<sup>th</sup>, 2017 at 8:30 a.m. at the ADRC.**

#### **ADJOURN:**

Mr. Johnson/Ms. Lundberg moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:26 a.m.

Respectfully submitted,

Kristin Willems,  
Administrative Specialist

## MINUTES FOR THE SEPTEMBER 18, 2017, BOARD OF ADJUSTMENT

The following are the results of a public hearing that was held before the Board of Adjustment ("Board"), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3<sup>rd</sup> floor of the Northern Building, 305 E. Walnut St., Green Bay, at 4:30 p.m. on Monday the 18<sup>th</sup> day of September, 2017. The meeting was called to order at 4:30 p.m. by Acting Chairman Huxford.

The appeal taken by Kevin Cuene denying a request for relief from the required two feet of freeboard above the wave run-up elevation for a new residential structure that is located in the floodplain of the bay of Green Bay was **approved based on submitted reasons, staff recommendations, and all data submitted.** The request was for the proposed top of wall and lowest opening to be at or above the wave run-up elevation of 589 NAVD88. The property legal description is LOT 20 OF TOWN OF SCOTT ASSESSOR'S PLAT #2 in the Town of Scott at 4373 Nicolet Drive, Parcel # SC-1602-20 ("Property"). **Vote 3-0**

The appeal taken by Tom Killian denying a request for reduced amount of fill around an existing residential structure that is located in the floodplain of the bay of Green Bay. The request was for 7.5 feet of fill one foot above the base flood elevation from the proposed new foundation of the existing structure was **approved based on submitted reasons, staff recommendations, and if the deck is attached or unattached, that it comply with the rules and regulations of the ordinance.** The property legal description is MINSART'S 2ND ADDN TO PLAT OF ANAPaula LOT 25 & N 30 OF LOT 24 & AN UND INTEREST IN LOT 2 TOWN OF SCOTT ASSESSOR'S PLAT #3 in the Town of Scott at 4720 Anapaula Court, Parcel # SC-1132 ("Property"). **Vote 3-0**

The meeting adjourned at 5:54 p.m.

Minutes dated this 19<sup>th</sup> day of September, 2017.

Brown County Board of Adjustment  
Bill Ullmer - Excused  
Richard Huxford - Acting Chair  
Tom Perock  
Debbie Diederich  
Clete Cisler-Alternate

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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## PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

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A regular meeting was held on **Monday August 28<sup>th</sup>, 2017**  
Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:30 pm.

2) Roll Call:

Present: John Katers, Chair  
Mark Vanden Busch, Vice-Chair  
Doug Martin  
Bud Harris  
Ryan Holzem  
Norb Dantine  
Dave Landwehr  
Mike Van Lanen

Unexcused: Bill Seleen

Also Present: Dean Haen, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Shelby Schraufnagel, Brown County P&RR

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Mike Van Lanen and seconded by Ryan Holzem. Unanimously approved.

4) Approval/Modification – Meeting Minutes of July 31<sup>st</sup>, 2017 - *Request for Approval*

A motion to approve the July 31<sup>st</sup>, 2017 meeting minutes was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

5) Announcements/Communication

Customer appreciation day was last week. It was well received.

6) South Landfill Farm Manure Pit Abandonment and Building Demolition – Request for Approval

Mr. Doverspike explained that the South Landfill farm is being leased to Wiese Brothers who are subleasing it to Reiden Beef. In the top portion of the property there is a building with cattle and a manure pit. Land Conservation does annual inspections of all manure pits and realized the far west end is failing.

A bid was put out to take down the building, a second bid was for taking down the manure pit and the third bid was for taking down the building and abandoning the manure pit. It was substantially less expensive to do these activities separate. The first bid was awarded to Go Green Recycling. The second bid was awarded to Express Excavating. They plan to sell the framing of the building. These activities will begin in the first week of October. Clay from the South Landfill will be used to fill it in.

Mr. Dantine asked if the concrete is gone. Mr. Doverspike stated that they are going to abandon it onsite. It will cost \$28,600 to abandon the manure pit and \$7,8000 to take down the building.

**A motion to approve the South Landfill farm manure pit abandonment and building demolition for the first bid to be awarded to Go Green Recycling and the second bid to be awarded to Express Excavating was made by Mike Van Lanen and seconded by Dave Landwehr. Unanimously approved.**

The Department is preparing to lease out the farm acres under a new agreement. Mr. Haen stated that Executive Streckenbach agreed to allow future farm rents above the existing lease rate/acre for all acres leased for farming to be retained by the Department for current and future administration costs, property management and repairs and maintenance cost. It is the Resource Recovery Department's responsibility to take care of it.

7) Request for Funding Farmory Acquisition of Oklin Food Composting Machine – Request for Action

Mr. Haen reminded the board that the Farmory is a campaign to bring local, sustainable, and indoor agriculture to Green Bay. The Farmory has asked for \$13,000 from the Department. In November 2016 the Solid Waste Board directed James Pandl to answer several questions from the proposal. Mr. Haen stated at the time, the Department was considering taking ownership of 973 Haven Place and there may be synergy consideration. Ownership of the property did not occur. There is no tie to the Farmory activities and the Department. Material collected from the Food Waste Program would not be accepted at the Farmory. Application of the equipment is not applicable to a municipal or Countywide program. The Farmory approached the Department because of the Department's Research and Development funds. These funds have been used by the Department in the past for waste energy and recycling research, etc. The Department has never been a granting agent before and we have do not understand the accounting or reporting requirements to do so. Additionally, approval of the request will set a precedent of granting money going forward.

Mr. Katers met with James Pandl to give him guidance. The process is expensive on a cost to ton basis. Mr. Katers stated that the facility will be a showcase. It will be a good opportunity to create

awareness for the problem with food waste. However, this is not cutting edge technology. What their process does is dehydrate food waste in 24 hours.

Mr. Van Lanen asked how they would prevent contamination. Mr. Katers stated that the material will be generated by the Farmory and there shouldn't be contaminates.

**A motion to receive and place on file the request for funding Farmory acquisition of Oklin Food Composting Machine was made by Dave Landwehr and seconded by Mike Van Lanen. Unanimously approved with Mr. Katers abstaining from voting.**

#### 8) 2018 Budget

The 2018 budget approved by Solid Waste Board has advanced through the Finance Department and Executive's office without change. The Statement of Funds was presented to the Solid Waste Board. The next step of the budget approval process is approval by PD&T in September and County Board in November.

#### 9) Director's Report

Mr. Haen reminded the board that Andy and Karen Hoffman and the board have had prior action and communications regarding the County purchase of their property adjacent to the landfill. There have been several offers back and forth over the years. The Department used Michael, Best and Friedrich (MBF) for advice on this matter. In a letter, MBF explained the compensation based on a per ton basis and the property value protection plan for adjacent properties. MBF stated that the tipping fee began in 2002 and has increased and decreased by CPI over the years. In regards to the property value protection they stated that it has not begun yet. The protection begins when the landfill opens. A property owner is eligible to pass it on to a new property owner, accept it or defer. The protection is based on the property use in 1999. Any changes or additions to the property do not qualify for protection. Any request for information regarding this matter will result in forwarding the legal opinion.

At the Waste Transfer Station, we are seeking a DNR plan modification to the plan of operation's limit of 825 tons per day. Mr. Haen and Mr. Doverspike met with the Village of Hobart to seek approval to increase the permit with the DNR from 825 tons per day to 1,250 tons per day. The Village of Hobart agreed and Mr. Doverspike sent a letter to the DNR to seeking this increase.

AAA Sanitation won the Leachate Hauling bid. Their fees are increasing by 10%.

The property transaction between Brown County and Country Aire Farms is not ready for this meeting. The attorneys are working out last minute details. The property transaction will be presented at the September meeting in a closed session.

Mr. Doverspike reminded the board that because of the drastic increase in traffic at the Waste Transfer Station several changes are being made. The Highway Department is widening part of the road and laying asphalt. The entrance will split in to two lanes and merge down to one right before the scale.

The east side residential organic drop-off facility will be moved from 1150 Bellevue St. (the old UW-Extension location) to the Village of Allouez's yard waste drop-off site where it can be monitored and locked on a daily basis.



10) Such other Matters as Authorized by Law

No other matters.

11) Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by John Katers. Unanimously approved. Meeting adjourned at 3:09 pm.**

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John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, September 11, 2017**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**Meeting Time: 10:15 a.m.**

**ROLL CALL**

Mary Brick (Syble Hopp School)	_____	Greg Maloney (Lakeland Care District)	_____x
Diana Brown (Curative Connections)	_____x	Linda Mamrosh (Citizen Member)	_____x
Vinny Caldara (MV Transportation)	_____	Sandy Popp (Options for Independent Living)	_____x
Corrie Campbell (BC Board of Supervisors)	_____x	Cole Runge (BC Planning Commission/Green Bay MPO)	_____x
Brandon Cooper (Oneida Nation)	_____	Julie Tetzlaff (Cerebral Palsy Inc.)	_____x
Mallory Cornelius (ASPIRO)	_____	Derek Weyer (Wisconsin DOT NE Region)	_____
Mary Derginer (ADRC of Brown County Board)	_____Exc	Tina Whetung (Curative Connections Trans. Program)	_____x
Essie Fels (Green Bay Metro)	_____x	Genny Willemon (BC Human Services)	_____
Pat Finder-Stone (Citizen Member)	_____x	John Withbroe (Green Bay Transit Commission)	_____
Christel Giesen (ADRC of Brown County)	_____x	Vacant (BC Executive Department)	_____

Others present: Lisa J. Conard, Patty Kiewiz, Denise Misovec, and Jennifer Hallam-Nelson. Sandy Popp attended via teleconference starting at 10:40 a.m.

**ORDER OF BUSINESS**

C. Runge opened the meeting at 10:15 a.m.

1. Introduction of Mary Derginer.

C. Runge stated that Mary Derginer was not able to attend the TCC meeting due to a work commitment, but she looks forward to the TCC's next meeting in December.

2. Approval of the June 12, 2017, TCC meeting minutes.

A motion was made by C. Campbell, seconded by E. Fels, to approve the March 13, 2017, TCC meeting minutes. Motion carried.

3. Recommendation to the Brown County Planning Commission (BCPC) Board of Directors regarding CY 2018 Section 5310 Program funding awards.

C. Runge provided an overview of the staff report.

In May of 2014, Brown County Planning Commission (BCPC) staff was informed by the Wisconsin Department of Transportation (WisDOT) that the initial application review and scoring process for Section 5310 Program funds needed to be conducted by a group of four or five people. To fulfill this requirement for the CY 2018 Section 5310 Program, a five-person subcommittee of the TCC was formed to review project applications, score them, and attend one subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

**Subcommittee Discussion and Scoring**

On August 30, 2017, the Brown County TCC Section 5310 Program Application Review

Subcommittee met to discuss and develop an overall score for the following application:

- **Curative Connections:** Funding for two minibuses that each have eight ambulatory positions and one wheelchair position.

Total Project Cost: \$114,000

**Requested Section 5310 Program Funding: \$91,200** (80 percent of the total project cost)

After discussing the application and each subcommittee member's scores, the scores were combined and averaged to create the following overall score for the application:

- Curative Connections Vehicles: **90.4 of 100 possible points**

#### **Subcommittee Recommendation to the Full Brown County TCC**

The subcommittee members agreed that the project should receive CY 2018 Section 5310 Program funding because the project will be beneficial to seniors and people with disabilities. However, because half of the Section 5310 funding available for projects is reserved for the Specialized Transportation Mobility Management Program that began in 2017, the total requested amount of Section 5310 funding exceeds the amount available for projects by \$15,424. Therefore, the subcommittee recommends that the Curative Connections project be awarded the requested funding minus the amount that exceeds the available funding level.

If this recommendation is approved by the full TCC and the Brown County Planning Commission Board of Directors, the distribution of CY 2018 Section 5310 Program funds for the Green Bay Urbanized Area will be as follows:

<b><u>Section 5310 Program funding available in CY 2018 for the Green Bay Urbanized Area:</u></b>	<b><u>\$168,392</u></b>
Administration funding awarded to Green Bay Metro as the Section 5310 Program's DR <sup>1</sup> (10%):	\$16,840
<b>Section 5310 Program funding available for eligible projects in CY 2018:</b>	<b>\$151,552</b>
CY 2018 Section 5310 funding set-aside for Specialized Transportation Mobility Management Program (50%):	\$75,776
CY 2018 Section 5310 funding awarded to Curative Connections:	\$75,776
<b>Remaining CY 2018 Section 5310 Program Funding Balance:</b>	<b>\$0</b>

C. Runge thanked S. Popp, J. Tetzlaff, and C. Giesen for volunteering to serve on the application review subcommittee.

A motion was made by C. Campbell, seconded by E. Fels, to recommend to the Brown County Planning Commission Board of Directors approval of the Section 5310 funding as outlined in the staff report. Motion carried. Diana Brown and Tina Whetung abstained as they represent

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<sup>1</sup> The DR (Designated Recipient) serves as the fiscal agent for the program. Green Bay Metro was selected as the DR for the Green Bay Urbanized Area's Section 5310 Program because of its experience with similar federal transportation funding programs. As the DR for this program, Green Bay Metro is entitled to 10 percent of the funding available in CY 2018 for program administration.

Curative Connections, the applicant.

4. Presentation about the Specialized Transportation Mobility Management Program by Mobility Coordinator Jennifer Hallam-Nelson.

J. Hallam-Nelson provided an overview of the program via PowerPoint.

J. Hallam-Nelson reviewed the Travel Training program for the Green Bay Metro fixed route bus system and indicated she is willing to work with Curative Connections staff so that travel training can be provided to existing/potential Curative Connections Transportation Program<sup>2</sup> clients as well.

J. Hallam-Nelson provided an overview on how to ride the bus, including on-line tools and phone access to assist those who need additional information.

C. Campbell asked about the transportation services provided by the Salvation Army.

C. Giesen stated that as part of older adults programming, the Salvation Army provides weekly trips to the grocery store, bank, and a restaurant. This program is partially supported by State 85.21 Program funds.

In addition to the noted program, L. Mamrosh indicated that she is aware of a Salvation Army program that provides age 55+ individuals a ride to a meal site and social event for a minimal fee. However, the ride could be long as there may be additional people (pick-ups) on the trip.

J. Hallam-Nelson stated that she is aware of the programs and has had conversations with Salvation Army staff.

L. Mamrosh indicated she belongs to a visually impaired support group. L. Mamrosh suggested that a similar presentation be made to the group.

C. Campbell asked about the scope of the Mobility Management Program's work.

Discussion occurred regarding various entities that J. Hallam-Nelson has made contact with or provided presentations to. In addition, examples of specific client interactions were discussed.

J. Hallman-Nelson indicated that she has also received referrals from ICS, DVR, Job Center, and faith-based organizations.

5. Discussion about the July 2017 report from the Specialized Transportation Mobility Coordinator.

J. Hallam-Nelson presented the 2017 2<sup>nd</sup> quarter staff report and detailed several challenging trip requests and how the trips were brought to fruition.

6. Round robin discussion about specialized transportation services in Brown County.

C. Campbell indicated that she has spoken with Brown County Executive Troy Streckenbach and Linda Mamrosh regarding a "Safety for Brown County" campaign. The intent of the

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<sup>2</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

campaign is to make people aware of the need to remove snow in a timely manner and to minimize or eliminate other obstacles so that people with disabilities can access the community.

C. Runge presented a series of slides that show sidewalks under construction and discussed how signs and project timing can impact a person's ability to navigate safely in and around the construction. C. Runge also presented images in which permanent barriers (light poles placed in the middle of a sidewalk vs. the outer limit of a sidewalk) make it difficult and potentially dangerous for people to travel using wheelchairs and other mobility devices.

C. Runge stated that he believes the campaign is a good idea and suggested that a pilot program could occur in a Brown County community. The TCC members agreed that a pilot program within a community would be a good method of beginning the campaign.

C. Campbell indicated that she appreciated the amount of work completed by the mobility coordinator in the short amount of time the position has been staffed.

C. Giesen stated that the advocacy of C. Campbell and L. Mamrosh and the work provided by the mobility coordinator is valuable.

J. Tetzlaff indicated that the CP drop-off/pick-up area has been extremely congested with the CP expansion project underway.

P. Kiewiz announced that MV has been providing paratransit trips outside of the paratransit service area (which is within  $\frac{3}{4}$  mile of Metro's fixed bus routes)<sup>3</sup>. Service provided outside the paratransit service area is a violation of MV's contract with Metro. P. Kiewiz indicated that most of the unauthorized trips originated in a small area in northeast De Pere. P. Kiewiz is working with the paratransit clients, MV, and the City of De Pere to resolve this issue.

L. Conard provided a copy of two maps recently developed by MPO staff:

- Map of the paratransit service area with dots indicating the location of paratransit trip origins from January 2, 2017 to June 30, 2017. Just over 20,000 trips were provided during this six month period. The top three trip generators were the CP Center (2,345 origins), Curative Connections (1,536 trips), and ASPIRO's two locations (1,315 trips). The three locations represent approximately 25% of all trips during this period.
- Updated map of specialized transportation services available in Brown County. The map has been modified to reflect Curative Connections' expanded service area to all of Brown County.

G. Maloney suggested that J. Hallam-Nelson contact the Green Bay Neighborhood Leadership Council and offer to make a presentation to the group.

G. Maloney indicated that bus stop signs in Chicago contain information to assist potential passengers with their trips. He also asked if additional information can be added to Green Bay Metro's bus stop signs.

L. Conard noted that Green Bay Metro has about 1,500 bus stop signs. The signs are scheduled to be replaced within the next five years (pending funding approval) and there will be an

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<sup>3</sup> Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.

opportunity to add information at that time.

L. Mamrosh appreciates the automated bus stop announcements on the fixed route bus system. However, it is difficult to learn of route detours.

P. Kiewiz stated that Green Bay Metro publishes route detours in advance through Facebook and on its website. Paper *Metro Alerts* are also posted on the bus and at the Transportation Center. However, in the future, when the on-bus automated system is replaced, Metro staff will be able to program the system for spontaneous or one-time on-bus announcements.

P. Finder-Stone stated that the Mobility Coordinator has accomplished a lot in the short amount of time in the position. P. Finder-Stone also recognized L. Mamrosh as someone who provides valuable insights to the TCC as a member of the community that is legally blind.

7. Other matters.

G. Maloney announced he is leaving the Lakeland Care Inc. and will no longer be attending TCC meetings. His replacement on the TCC has not yet been named.

D. Brown is retiring from Curative Connections and Denise Misovec will be taking her place on the TCC.

The tentative TCC meeting schedule for 2017 is as follows:

Monday, December 4, 2017

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

8. Adjourn.

C. Runge closed the meeting at 12:14 p.m.